

## Weekly Update

Week of April 3, 2017

**Subject:** Seats Are Still Available in the April 12 AM315 Advanced Asset Management Class  
**Audience:** Finance Directors, Agency Training Coordinators, AST Leads, Asset Users

There are still seats available in the AM315 Advanced Asset Management class on Wednesday, April 12, 2017. The SCEIS Team encourages all Asset users to register for this class today! Note: This is the only scheduled AM315 class during the spring 2017 term. The next opportunity to take this class will not be until fall 2017.

Below you will find details about the course. **Please forward this message to appropriate staff members within your agency.**

### **Course ID/Title: AM315 Advanced Asset Management**

**Description:** This course covers how asset entries post to the general ledger; the ABZON process which is an external asset acquisition; and when and how assets should be transferred. This course covers reversing asset entries, asset credit memos, and when an asset should be blocked and deleted. This course also covers asset retirements and reporting.

**Target Audience:** Employees with the following roles: Asset Accountant, Asset Custodian and Asset Manager.

#### **Pre-requisites:**

*The following item(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.*

- AM300 Asset Masters and Asset Reporting instructor-led course

Participants *must* have a good understanding of standard asset management transactions in SCEIS, including how to create and manage asset shells, when and how to use asset shells in the procurement process, and the resulting budgetary and accounting entries that result from asset procurement; and must be able to execute and interpret SAP standard fixed asset reports.

## Weekly Update

*Week of April 3, 2017*

### **Class Date(s):**

#### **AM315 – April 12 – Spring 2017 Details**

**Class Date:** Wednesday, April 12, 2017

**Class Time:** 9:00 a.m. to 5:00 p.m.

**Class Location:**

SCEIS Training Room 202

1628 Browning Road, Columbia

### **Registration Instructions:**

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCLearning tab.
3. Click the “Learning” tile.
4. In the “Find Learning” tile, use the search box to type in the course ID (AM315) and click “Go.”
5. Find the course title and click “See Offerings.”
6. Find the class date you prefer, and click “Register Now.”
7. At the Scheduled Offering box, click “Confirm.”
8. Watch for your confirmation email, with class details and instructions.

**If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: <http://www.sceis.sc.gov/requests/>.**

If you have any questions about this message, please email them to [training.sceis@admin.sc.gov](mailto:training.sceis@admin.sc.gov).